



Embassy of the United States of America

Islamabad, Pakistan

Date: August 10,
2023

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To: Offeror

Request No: **19PK3323Q1147**

From: Contracting Officer
General Services Office
US Embassy,
Diplomatic Enclave, Ramna 5,
Islamabad.


E-mail: TagiSM@state.gov; AqeelM@state.gov




Phone: 92-51-2014948




Subject: **Request for Quotation – Supply of Crockery Items**




The U.S Embassy Islamabad has an opportunity for the Open Market Offerors to participate in bidding for “Supply of Crockery Items”. This will be a Firm-Fixed Price Purchase Order and bids from all potential offerors will be accepted based on assurance of genuine quality, capability, lead time for delivery and competitive price. You are encouraged to submit your bids before the deadline i.e. August 21, 2023. The vendors dealing in the similar trade are encouraged to participate in this Solicitation.


1. Item’s Description

S#	Descriptions	Quantity	Picture	Unit Price (PKR)	Total Price (PKR)
1	Water Glass Brand: Pasabahce 41300 or Equal Capacity: 290 ml Height: 132 mm Top Diameter: 69 mm Bottom Diameter:49 mm	1000 Each			

2	Wine Glass Brand: Pasabahce 44272 or Equal Capacity: 330 ml Height: 178 mm Top Diameter: 70 mm Bottom Diameter: 70 mm	1000 Each			
3	Baking Pan Pyrex - Square Glass Baking Dish (11in x 11in x 2.5in) Brand Pyrex/Pasabahce or Equal high grade	300 Each			
4	Plate Pie Pyrex Glassware 9" diameter x 1.25" high Brand: Pyrex/Pasabahce or Equal high grade	300 Each			

5	Pan Cake Pyrex 10" diameter x 2.25" high Brand: Pyrex/Pasabahce or Equal high grade	300 Each			
6	Serving Dish Large Pyrex: 400mm x 250mm Brand: Pyrex/Pasabahce or Equal high grade	300 Each			
7	Serving Bowl with Lid Pyrex: 232mm X 190mm X 9 1/4" X 7 1/2" Brand: Pyrex/Pasabahce or Equal high grade	300 Each			

8	Dinner Plate 10"Diameter Ceramic & High-Quality Brand: Cameo or Equal High Grade	1000 Each			
9	Half Plate Ceramic 8" Diameter & High-Quality Brand: Cameo or Equal High Grade	1000 Each			
10	Coffee/ Tea Pot Ceramic & High-Quality Brand: Cameo or Equal High Grade	300 Each			

11	Floor Wiper with long handle 34" for Bathroom Household Cleaning Tool. Scotch bright or Equal high grade	300 Each			
				Grand Total (PKR)	

2. Quote's Submission Due Date:

Quotation must be submitted electronically with subject line "Quotation for RFQ#19PK3323Q1147– Supply of Crockery Items" **on or before Close of Business (COB) Monday, August 21, 2023**. No quotation will be accepted after the deadline.

Submit your quotations to the following email addresses:

TaqiSM@state.gov & Aqeelm@state.gov

3. Requirements:

- Prepare your quotation on your company letterhead in accordance with the requested details of this RFQ.
- Please include list of your clients, you sold similar items within the last two years.
- Delivery Period after receiving of Purchase Order
- Bid must be valid for 30 days from the closing date for this solicitation.
- Acceptance of our Net 30 days payment terms.
- Bidder must have a physical business address and good financial health Provide evidence for business address.
- Please provide reference of our Request Number **19PK3323Q1147** in all your correspondence regarding this RFQ.
- Samples of above-mentioned items may be called upon request.

- i) We highly recommend that vendors interested in submitting their quotations are registered in the System for Award Management (SAM) for acceptability of their quotations. Awards beyond \$10K will not be made to non-SAM registered entities. In case, your entity is not registered in SAM, initiate the registration by visiting following link <https://sam.gov/content/help> and obtain Unique Entity Identifier (UEI). Note this UEI on the top of your quotation. SAM is the official U.S. government operated website that offers free of cost registration.
- j) Please note that U.S. Embassy is exempted from applicable taxes, therefore, submit tax free quote. The Tax Exemption Certificate may be provided by the Embassy from Ministry of Foreign Affairs upon receipt of Proforma Invoice. This certificate's provision may take time of 45 – 60 days.
- k) Go through all the documents in the solicitation and read them very carefully. Your response must be in accordance with the solicitation and have the bid signed by an authorized representative of your company. Otherwise, the proposal may be considered unacceptable and may be rejected.

4. Terms & Conditions:

a) Mode of Payment:

Payment will be processed through EFT within 30 days of the date that a correct invoice conforming to the provisions of the Purchase Order is received at the Financial Management Office, US Embassy, and satisfactory completion of the delivery of acceptable items.

b) Delivery Schedule/ Period of Performance:

The delivery is required to be made within 25 days after receiving the PO. The vendor will deliver the supplies at Plot # 80 C, Street# 60, I-10/3, Islamabad. The deliveries will be accepted only on Tuesday and Thursday from 10:00 a.m. to 01:00 p.m. only, the vendors arriving after this time shall be returned without delivering the ordered material. Contact us at least three working days prior to delivery date and provide with full name/s (as written on CNIC) of the person, driver/helper who will deliver the stuff, along with particulars mentioned in the PO, vehicle/s to be used like make, model, color, and license plate (registration) number.

c) Inspection & Acceptance:

The Embassy Representative will inspect the items at the time of delivery or later to determine the quality, acceptability and payment shall be released accordingly. Any item found with change in Specs, Quality, Brand shall be returned to the vendor without entertaining the payment claim.

d) Evaluation Criteria:

The evaluation criteria will fall on the terms of **“Lowest Price & Technical Acceptability”** of the proposals.

5. FAR/ DOSAR Clauses applies on this Solicitation:

FAR & DOSAR (attached) clauses will apply to this Procurement. These clauses can be accessed through following link:

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<https://www.acquisition.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally controlled facility or access to a Federal information system)	JAN 2011
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)	JAN 2017
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	JUL 2014
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)	APR 1984
52.249-2	Termination for Convenience of the Government (FixedPrice)	Apr 2012

End
